

Department of Health

Guidelines for Group Gatherings

**Effective
July 01, 2003**

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GROUP GATHERINGS

A. GENERAL PURPOSE: This section defines the following types of group gatherings: **1. Conferences, 2. Training Sessions, 3. Retreats, 4. Business Meetings, 5. Annual Service Awards and 6. Retirement Events.** It also defines policies and procedures for divisions and offices to use in obtaining accommodations for group gatherings.

B. APPROVAL AND REVIEW PROCESS: All department sponsored group gathering events require written approval by the Division or Office Director or designee and is subject to review by the Director of the Office of Fiscal Operations. **Any exceptions to policy must be approved by Dr. A. Richard Melton.** Contracts for group gatherings, such as Conferences, Retreats, Meetings, Training Sessions, etc., of up to \$3,000 requires Division/Office Director's approval. Contracts of \$3,000 and greater require Executive Director's Office (Dr. Melton) approval.

Divisions and Offices submit their "group gathering" request through their respective Management/Support Services Coordinator, or Financial Services Unit, for review. The request should include a memo outlining the event, its purpose and number of anticipated attendees of both employees or non-employees. It should also include the total anticipated cost and preferred date of the event.

All request and attachments are sent to the department's AGENCY TRAVEL COORDINATOR, (Colene Tucker), in the Office of Fiscal Operations--Finance, PO Box 144003. The Agency Travel Coordinator and Budget Officer will review for policy adherence and will work with the State Travel Office for their needed approvals. The State Travel Office will respond back to the Agency Travel

Coordinator. All state-sponsored "group gatherings" that have a cost greater than \$500.00 must have the State Travel Office's approval. Only after the State Travel Office approves the request, will it be forwarded to the *Director of Fiscal Operations for review* and approval to hold the event.

Following are the general policies associated with the "group gatherings." Division/Offices must follow the specific policies and procedures for arranging, booking to receive approval for the event. They are defined as follows:

C. Policy and Procedures:

1. Group Gatherings - CONFERENCES

A. Divisions and Offices submit their Conference request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will submit **all** Conference request to the State Travel Office for approval.

B. Divisions/Offices have the following options:

- Initiate the process by submitting form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator to obtain bids. The Agency Travel Coordinator will work with the State Travel Office to obtain the bids.

OR

- Obtain bids and submit form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator.

The following information is required:

1. Division/Office head or designee approval
2. Division/Office budget approval and coding
3. Department Purchase Order number (obtained in Finance)

Upon request, the State Travel Office will perform the following functions for the Division/Office for the event. The request must be sent through the Agency Travel Coordinator:

- ▶ obtain phone quotes for accommodations
- ▶ make arrangements with vendor
- ▶ negotiate with vendor
- ▶ offer options to agencies
- ▶ arrange site visit with hotel of other vendors with large groups
- ▶ book accommodations

C. Reimbursement for approved employee lodging will be paid only up to the maximum allowed by the in-state travel policy. Refer to the current State of Utah Accounting Policies and Procedures, FIACCT 10-02.04 regarding lodging.

D. Following is the guideline for meals provided at state-sponsored conferences:

Breakfast:	\$6.00 to \$8.00
A.M. Break:	\$3.00
Lunch:	\$9.00 to \$12.00
P.M. Break:	\$3.00
Dinner:	\$15.00 to \$18.00

Gratuity may be reimbursed in addition to these amounts.

E. For Conferences that do not require an overnight stay or that do not last an entire day, employees are entitled to meals according to the following schedule:

For half-day events only one meal may be provided, either lunch or break.

Meals provided for events starting by:

8:00 a.m.: Breakfast or A.M. Break
11:00 a.m.: Lunch
1:00 p.m.: P.M. Break

Meals provided for events ending by:

11:00 a.m.: Breakfast or A.M. Break
1:00 p.m.: Breakfast or A.M. Break and Lunch
4:00 p.m.: Breakfast or A.M. Break, Lunch and P.M. Break
7:00 p.m.: Breakfast or A.M. Break, Lunch, P.M. Break, and Dinner

To be entitled to dinner, the Conference must have structured “group” interaction or activities (speakers, presentations, awards, etc.) during or extending after the dinner meal. Dinner activities are discouraged if overnight lodging will be required as a result of the dinner.

F. All state-sponsored Conferences where the majority of attendees are state employees must be held at a location within Utah.

G. Agencies are encouraged to consider a state-owned facility or location. A list of facilities is available from the State Travel Office.

H. The following information must be submitted with payment request:

- ▶ agenda
- ▶ list of participants
- ▶ original invoices
- ▶ form FI58, with the State Travel Office’s approval number if total cost is greater than \$500.00.

2. **Group Gatherings - TRAINING SESSIONS**

A. Divisions and Offices submit their Training request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will submit the Training request, with a cost of \$500.00 or more, to the State Travel Office for approval.

B. Divisions/Offices have the following options:

- Initiate the process by submitting form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator to obtain bids. The Agency Travel Coordinator will work with the State Travel Office to obtain the bids.

OR

- Obtain bids and submit form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator.

The following information is required:

1. Division/Office head or designee approval
2. Division/Office budget approval and coding
3. Department Purchase Order number (obtained in Finance)

Upon request, the State Travel Office will perform the following functions for the Division/Office for the event. The request must be sent through the Department Travel Coordinator:

- ▶ obtain phone quotes for accommodations
- ▶ make arrangements with vendor
- ▶ negotiate with vendor
- ▶ offer options to agencies
- ▶ arrange site visit with hotel of other vendors with large groups
- ▶ book accommodations

C. Reimbursement for approved employee lodging will be paid only up to the maximum allowed by the in-state travel policy. Refer to the State of Utah Accounting Policies and Procedures, FIACCT 10-02.04 regarding lodging.

D. Following is the guideline for meals provided at state-sponsored Training:

Breakfast:	\$6.00
A.M. Break:	\$3.00
Lunch:	\$9.00

P.M. Break:	\$3.00
Dinner:	\$15.00

Gratuities may be reimbursed in addition to these amounts.

E. For Training Sessions that do not require an overnight stay or that do not last an entire day, employees are entitled to meals according to the following schedule:

For half-day events only one meal may be provided, either lunch or break.

Meals provided for events starting by:

8:00 a.m.: Breakfast or A.M. Break

11:00 a.m.: Lunch

1:00 p.m.: P.M. Break

Meals provided for events ending by:

11:00 a.m.: Breakfast or A.M. Break

1:00 p.m.: Breakfast or A.M. Break and Lunch

4:00 p.m.: Breakfast or A.M. Break, Lunch and P.M. Break

7:00 p.m.: Breakfast or A.M. Break, Lunch, P.M. Break, and Dinner

To be entitled to dinner, the Training Sessions must have structured "group" interaction or activities (speakers, presentations, awards, etc.) during or extending after the dinner meal. Dinner activities are discouraged if overnight lodging will be required as a result of the dinner.

F. All state-sponsored Training must be held at a location within Utah.

G. Agencies are encouraged to consider a state-owned facility or location. A list of facilities is available from the State Travel Office.

H. The following information must be submitted with payment

request:

- ▶ agenda
- ▶ list of participants
- ▶ original invoices
- ▶ form FI58, with the State Travel Office's approval number if total cost is greater than \$500.00.

3. Group Gatherings - RETREATS

A. Divisions and Offices submit their Retreat request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will submit the Retreat request, with a cost of \$500.00 or more, to the State Travel Office for approval.

B. Divisions/Offices have the following options:

- Initiate the process by submitting form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator to obtain bids. The Agency Travel Coordinator will work with the State Travel Office to obtain the bids.

OR

- Obtain bids and submit form FI58, "State of Utah Travel Quotation Bid Sheet" to the Agency Travel Coordinator.

The following information is required:

1. Division/Office head or designee approval
2. Division/Office budget approval and coding
3. Department Purchase Order number (obtained in Finance)

Upon request, the State Travel Office will perform the following functions for the Division/Office for the event. The request must be sent through the Agency Travel Coordinator:

- ▶ obtain phone quotes for accommodations

- ▶ make arrangements with vendor
- ▶ negotiate with vendor
- ▶ offer options to agencies
- ▶ arrange site visit with hotel of other vendors with large groups
- ▶ book accommodations

C. Reimbursement for approved employee lodging will be paid only up to the maximum allowed by the in-state travel policy. Refer to the current State of Utah Accounting Policies and Procedures, FIACCT 10-02.04 and 04-11.03. Lodging reimbursement for a Retreat will be allowed once every 2 years. Single night stay may be authorized only if the total Retreat exceeds 10 hours. Two nights stay may be authorized only if the total Retreat exceeds 15 hours. Reimbursement for lodging may not exceed two nights.

D. Following is the guideline for meals provided at state-sponsored Retreats:

Breakfast:	\$6.00
A.M. Break:	\$3.00
Lunch:	\$9.00
P.M. Break:	\$3.00
Dinner:	\$15.00

Gratuity may be reimbursed in addition to these amounts.

E. For Retreats that do not require an overnight stay or that do not last an entire day, employees are entitled to meals according to the following schedule:

For half-day events only one meal may be provided, either lunch or break.

Meals provided for events starting by:

8:00 a.m.:	Breakfast or A.M. Break
11:00 a.m.:	Lunch
1:00 p.m.:	P.M. Break

Meals provided for events ending by:

- 11:00 a.m.: Breakfast or A.M. Break
- 1:00 p.m.: Breakfast or A.M. Break and Lunch
- 4:00 p.m.: Breakfast or A.M. Break, Lunch and P.M. Break
- 7:00 p.m.: Breakfast or A.M. Break, Lunch, P.M. Break, and Dinner

To be entitled to dinner, the Retreat function must have structured “group” interaction or activities (speakers, presentations, awards, etc.) during or extending after the dinner meal. Dinner activities are discouraged if overnight lodging will be required as a result of the dinner.

F. All state-sponsored Retreats must be held at a location within Utah.

G. Agencies are encouraged to consider a state-owned facility or location. A list of facilities is available from the State Travel Office.

H. The following information must be submitted with payment request:

- ▶ agenda
- ▶ list of participants
- ▶ original invoices
- ▶ form FI58, with the State Travel Office’s approval number if total cost is greater than \$500.00.

4. **Group Gatherings - Business Meetings**

A. Divisions and Offices submit their request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will submit the Business Meeting request, with a cost of \$500.00 or more, to the State Travel Office for approval.

B. **Guidelines-Board Meetings:** *The cost of meals for non-salaried per diem boards of the State of Utah may be charged as public expense where such board meets during a mealtime period and actually carries on business and work of the board during such mealtime period. Where salaried employees of the State of Utah must, of a necessity, attend such meetings in order to permit the board to carry on its business, the meals of such employees may be paid. Boards are requested to restrict the attendance of such employees to those absolutely necessary at such mealtime meetings.*

C. Guidelines-Department sponsored meetings:

C. Following is the guideline for meals provided at state-sponsored Business Meetings:

Breakfast:	\$6.00
A.M. Break:	\$3.00
Lunch:	\$9.00
P.M. Break:	\$3.00
Dinner:	\$15.00

Gratuity may be reimbursed in addition to these amounts.

D. Generally, Business Meeting events do not last an entire day. Employees are entitled to meals according to the following schedule:

For half-day events only one meal may be provided, either lunch or break.

Meals provided for events starting by:

- 8:00 a.m.: Breakfast or A.M. Break
- 11:00 a.m.: Lunch
- 1:00 p.m.: P.M. Break

Meals provided for events ending by:

- 11:00 a.m.: Breakfast or A.M. Break
- 1:00 p.m.: Breakfast or A.M. Break and Lunch

- 4:00 p.m.: Breakfast or A.M. Break, Lunch and P.M. Break
 7:00 p.m.: Breakfast or A.M. Break, Lunch, P.M. Break, and Dinner

To be entitled to dinner, the meeting must have a structured “group” interaction or activities (group breakout discussion, etc.) during or extending after the dinner meal. Dinner activities are discouraged if overnight lodging will be required as a result of the dinner.

E. All state-sponsored Business Meetings must be held at a location within Utah.

F. Agencies are encouraged to consider a state-owned facility or location. A list of facilities is available from the State Travel Office.

G. The following information must be submitted with payment request:

- ▶ agenda
- ▶ list of participants
- ▶ original invoices
- ▶ form FI58, with the State Travel Office’s approval number if total cost is greater than \$500.00.

5. Group Gatherings - Annual Service Awards

Bureaus may provide for one bureau Annual Services Award function per year using departments funds.

A. For events with a cost of \$500.00 or more: Divisions and Offices submit their Services Award request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will submit the Service Award request to the State Travel Office for approval.

B. Divisions/Offices have the following options:

- Initiate the process by submitting form FI58, “State of Utah Travel Quotation Bid Sheet” to the Agency Travel Coordinator to obtain bids. The Agency Travel Coordinator will work with the State Travel Office to obtain the bids.

OR

- Obtain bids and submit form FI58, “State of Utah Travel Quotation Bid Sheet” to the Agency Travel Coordinator.

The following information is required:

1. Division/Office head or designee approval
2. Division/Office budget approval and coding
3. Department Purchase Order number (obtained in Finance)

Upon request, the State Travel Office will perform the following functions for the Division/Office for the event. The request must be sent through the Department Travel Coordinator:

- ▶ obtain phone quotes for accommodations
- ▶ make arrangements with vendor
- ▶ negotiate with vendor
- ▶ offer options to agencies
- ▶ arrange site visit with hotel of other vendors with large groups
- ▶ book accommodations

C. For events with a cost of less than \$500.00: Divisions and Offices submit their Services Award request to the Agency Travel Coordinator through their respective Management/Support Services Coordinator or Financial Services unit. Following is the maximum payable for meals provided at state-sponsored Annual Service Award:

Lunch: \$9.00

Gratuity may be reimbursed in addition to these amounts. Additional amounts may be supplemented by each employee.

D. The following information must be submitted with payment request:

2. original invoices
3. FI-82, Purchase Order request form
4. Approval letter/memo
5. form FI58, with the State Travel Office's approval number if total cost is greater than \$500.00.

6. Group Gatherings - Retirement Events

A. Retirement events may be held for department employees who both qualify for and are actually retiring. These events are normally held a few days before or just prior to the employee's final day of work. Agencies may also award cash Retirement awards in accordance with the rules as noted below. These cash awards are taxable.

B. Approvals: Divisions /Offices submit their request to hold the Retirement Event to Dr. A. Richard Melton through the Agency Travel Coordinator, through their respective Management/Support Services Coordinator or Financial Services unit. The Agency Travel Coordinator will work with the Budget and Accounting Officers in the review of the request for compliance to state and department policies. The request should include the dollar amount for refreshments, how it was determined and the amount of the retirement award, if any.

C. Refreshments: Divisions/Offices may serve modest refreshments at retirement functions. The cost of refreshments should not exceed \$3.00 per person, based on estimated attendance. The department's Deputy Director may approve up to \$150.00 without considering the \$3.00 limit if the group is small and the \$3.00 per person limit will not be adequate.

-Divisions/Offices may either purchase the refreshments then ask for reimbursement through a claim for payment. Attach the receipts and the approved memo to hold the event.

Or,

-Divisions/Offices may request an advance payment up to the maximum amount approved. Soon after the event, the division or office representative must submit the receipts and any unused funds to Finance. The receipts and a copy of the Cash Receipt (CR) for the unused funds shall be attached to the original payment voucher.

D. Retirement Award: Divisions/Offices may request cash awards to honor the retiring employee. The department uses the following guidelines in issuing such cash awards:

- Up to 10 years of service: Up to \$100
- More than 10 years of service: Up to \$200

Division/Office sends to Fiscal Operations-Finance a properly filled out and signed FI48 for review. Upon approval, Finance will forward the FI48 to OHRM for entry into the HRM payment system.

Divisions/Offices should allow sufficient time, at least two weeks, for processing.

E. Restrictions/Allowances: Divisions/Offices may not use state funds for floral arrangements, printed invitations, etc. They may send invitations using flyers, letterhead, etc. When retirement awards are given, the agency should recognize their responsibility to maintain the public trust. Unusual or lavish gifts, trips, etc. should be avoided. For more information, see State of Utah Accounting Policies and Procedures, FIAACT 05-03.07 thru .08.



Fiscal Year

Transaction I.D.

P 1 E R
Type Agency Document Number

Employee # (required):

Agency Control #:

Employee Name:

Agency Name:

Date Prepared: 02/25/2000

Division:

UT 01

EMPLOYEE REIMBURSEMENT/EARNINGS REQUEST

DOE Reimbursement/ Code Earning Type	\$ Amount	Fund	Agcy	Org	Agency Unit	Act	Func	Rept Cat	Project / Job	Documentation to Attach, etc.
01 Telephone (6132)										Telephone Bills
18 In-State Advance (6048)										See Travel Rules, Attach Schedule Showing Destination, Calculations, and Dates. Out of State include copy of F.I.R.
19 Out State Advance (6098)										Registration Receipt
22 Registration (6276)										Tuition Receipt/Report Card/Contract Agreement
24 Education Taxable (5120)										Tuition Receipt/Report Card/Contract Agreement
17 Education Non-Tax (5120)										Complete (a & b) below
13 \$3 Commute Fringe (a & b)										Please Record Dates in Comments Box Below
21 Overtime Meal Allowance (c)										Required information per Reimbursement Policy including Employee Moving Expense Worksheet
02 Relocation Non-Tax (6277)										Use this code when awarded a check currency, bonds, or certificates
61 Relocation Taxable (6277)										
50 Service Retirement Award (6155)										
51 Non-Cash (6155)										

Total

Comments/Explanations

(a) Travel Days: X \$33.00 *
(b) Financial Reference Number From Approved
MP-2 X \$7.00
© Number of Overtime Meal Allowances
I hereby certify that all items of expense included in this statement were incurred in the discharge of
authorized official business and that the amounts are correct and proper charges.

Employee Signature Title Phone Date
Authorized Approval Title Date

FI 58 9/98
Division of Finance



Agency PO#

Date

Agency
Contact Person
Phone Fax
Type of Event ☐ Service Award ☐ Conference ☐ Training ☐ Retreat
Event Location (Area/City) # of Participants
Start Date Begin Time End Date End Time

State of Utah Travel Quotation Bid Sheet

Awarded To:
Travel Office Signature: Date
State Travel Authorization Number ST
Approvals:
Department Head or Designee: Date
Agency Budget Approval: Date
Minimum Specifications:

VENDOR #1				
		Contact Person		
		Phone #		
DESCRIPTION	# PER DAY	# DAYS	UNIT COST	TOTAL COST
Food Information				
Continental Breakfast				
Full Breakfast				
AM Break				
Lunch				
PM Break				
Dinner				
Room Information				
Sleeping Rooms				
Conference Rooms				
Breakouts				
AV Equipment				
TOTAL ESTIMATE				

FI 58

VENDOR #2

Contact Person _____
Phone # _____

DESCRIPTION	# PER DAY	# DAYS	UNIT COST	TOTAL COST
Food Information				
Continental Breakfast				
Full Breakfast				
AM Break				
Lunch				
PM Break				
Dinner				
Room Information				
Sleeping Rooms				
Conference Rooms				
Breakouts				
AV Equipment				
TOTAL ESTIMATE				

VENDOR #3

Contact Person _____
Phone # _____

DESCRIPTION	# PER DAY	# DAYS	UNIT COST	TOTAL COST
Food Information				
Continental Breakfast				
Full Breakfast				
AM Break				
Lunch				
PM Break				
Dinner				
Room Information				
Sleeping Rooms				
Conference Rooms				
Breakouts				
AV Equipment				
TOTAL ESTIMATE				

FUNDS: _____

Sponsors/Vendors Total _____

Registration Fee Total _____

Total Cost to the State _____